



Office of Human Resources  
U.S. District Court  
Western District of Texas  
727 E. Cesar E. Chavez Blvd., Suite A-403  
San Antonio, Texas 78206

#### Job #12-17

<b>Position:</b>	<b>Operations Support Clerk</b>
<b>Opening Date:</b>	<b>May 17, 2012</b>
<b>Closing Date:</b>	<b>June 1, 2012 or Until Filled</b>
<b>Classification Level:</b>	<b>Up to CL24/Step 25* ~ up to \$42,960 (salary commensurate with experience)</b> <i>*Transfers within the Judiciary will be considered for a salary match within the CL-24</i>
<b>Location:</b>	<b>Del Rio, Texas</b>

The United States District Clerk's Office in Del Rio is currently accepting applications for the position of Operations Support Clerk.

**Position Overview:** The Operations Support Clerk receives and reviews incoming documents via traditional and electronic media to determine conformity with appropriate rules, practices, and/or court requirements; ensures assignment of case numbers and randomly assigns cases to judges; makes summary entries of all documents and proceedings on the docket, this includes, but is not limited to: pleadings, petitions, motions, complaints, minutes, and orders; assists in case management by ensuring that all automated entries are appropriately linked for proper case management; prepares and transmits to appropriate parties such items as: notices, judgments, and orders; informs parties when judgment or appealable order is entered on the docket; opens cases upon receipt of initiating documents, such as complaints, indictments, or petitions; closes cases upon receipt of terminating documents, such as judgments and closing orders; receives documents pertaining to a variety of case types, such as civil, criminal, bankruptcy, tax, and administrative; identifies emergency motions and documents that require special handling and refers them to appropriate personnel; determines if the documents received are timely and otherwise meet the requirements of Federal and local rules; contacts district court personnel, attorneys, and others when case opening requirements are not met; develops and maintains the Criminal Justice Act (CJA) voucher review procedure which includes receipt, procedural review, data entry and processing of CJA vouchers for payment; answers queries on procedures and status of cases; telephone support; copying; filing; and all other duties as assigned.

**Minimum Qualifications Requirements:** Position requires at least 2 years of clerical or administrative experience and at least one year of recent legal experience preferably in a criminal environment. Associates Degree or higher is preferred. Financial experience highly desirable. Excellent customer service, communication, and organizational skills are also required. Must be able to process a high volume of paperwork, the ability to handle more than one task at a time, and prioritize and manage own workload. Proficient data entry skills required.

**Application Procedure:** Qualified candidates may apply by mailing a cover letter (include job title and number listed above), detailed resume, salary history or classification level, and an e-mail address and daytime telephone number to:

United States District Court  
ATTN.: Human Resources  
727 E. Cesar E. Chavez Blvd., Suite A-403  
San Antonio, Texas 78206

*The Court is not authorized to reimburse travel expenses for interviews or relocation. This position is subject to mandatory electronic direct deposit of salary payments. Please note the best qualified candidates will be tested to determine level of skill/knowledge and final candidates will undergo a fingerprint and background check.*

The United States District Court is an Equal Opportunity Employer